

MEMORANDUM FOR: Director of Finance

SUBJECT : Use of Payroll Computer Files for
the Preparation of CFC/EAF Pledge
Cards

1. Paragraph 5 requests your authorization to access the payroll computer Master File and extract appropriate identifying data for recording on the new CFC/EAF pledge cards.

2. In the past, the administration of the Agency's annual Consolidated Fund Campaign required many hours verifying information required on the CFC card for payroll deduction. Since the information required by the Office of Finance for payroll deduction was not on the regular printed CFC card, written instructions were given to employees concerning the information needed. In a majority of the cases, the cards received contained inaccurate or unnecessary data and, as was the more common problem, numerous phone calls and a delay in processing these and other CFC cards. This year for the first time payroll deduction is available to employees who wish to use this procedure for contributions to the Educational Aid Fund. With this additional requirement, it becomes more essential to attempt to eliminate some of the errors and delays previously mentioned.

3. In order to obtain better coverage and enhance our control over the information required from the contributors, we would like to record the participants name and other identifying information on the pledge card prior to distribution of these cards to office chairman. In addition, we wish to obtain a list similar to the T&A Control list which is presently produced by the payroll system. This list will be used to control the distribution and subsequent accounting of the pledge cards.


4. It is felt that the results will be mutually beneficial to our respective Offices. Distribution and control of the cards will be enhanced. In addition, pertinent information such as employee name and number, month and day of birth, etc., will guarantee the validity of this data in processing pledge cards which are to be paid by payroll deduction. A representative of the Office of Finance participated in the final

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(Cont'd)

design of the pledge card, thus insuring it will meet payroll requirements as an input source document. Preliminary discussions have been held with representatives of the Office of Joint Computer Services regarding the impact this requirement may have on programmer resources which are currently being utilized in completing the final stages of the revised payroll system. It appears that payroll programmers would not be used for this purpose, since the expertise needed to extract this information will be obtained from another component of OJCS.

5. Inasmuch as the only complete computer file in which both staff and contract employee data is recorded in the payroll Master file, your approval is requested to access this File for the purposes stated above.

STATINTL


Deputy Director of Personnel
for Special Programs

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OP/BSD/PAB  (20 August 1973)

STATINTL

Headquarters EMPLOYEE BULLETIN

#328

29 September 1972

THE CONSOLIDATED FUND DRIVE

1. The 1973 Consolidated Fund Drive will be conducted in the Agency during the period 16 October through 10 November 1972. You will be asked to support through your pledges and contributions the Combined Federal Campaign (CFC) and our two Agency programs, the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS).

COMBINED FEDERAL CAMPAIGN

2. This year's campaign will combine into a single drive the solicitation efforts of the United Givers Fund, the American Red Cross, the National Health Agencies, and the International Service Agencies. The recipients of the campaign will include more than 150 local, national and international agencies in the diversified fields of health, welfare, and social service. On your Contributor's Card you may designate specific charitable organizations and the amount you wish to contribute to each. If you do not designate particular agencies, your contribution will be included with the total uncommitted gifts to CFC. These are then apportioned by CFC to all listed organizations.

EDUCATIONAL AID FUND AND PUBLIC SERVICE AID SOCIETY

3. Both of these Agency activities have been established for your benefit and are nonprofit organizations. The Public Service Aid Society (PSAS) provides emergency financial assistance to Agency personnel both at headquarters and in the field. The purpose of the Educational Aid Fund (EAF) is to assist parents to pay for the higher education of their children. Assistance is granted on the basis of financial need, scholastic record, and the demonstrated willingness of the children to contribute to their own education.

ADMINISTRATIVE - INTERNAL USE ONLY

CONTRIBUTIONS

4. Combined Federal Campaign: Contributions are voluntary and confidential and it is hoped that each employee will make a gift. The CFC will be the only major on-the-job fund drive in the Federal community this year. Therefore, when deciding upon your fair share support for charitable organizations for 1973, please consider the payroll deduction method for paying your CFC pledge. This makes it possible to spread payment of your pledge throughout the calendar year. Because of the method of payment, payroll deduction is not available to some contract employees. You may also contribute by cash or check and by direct billing. All checks must be made payable to: Consolidated Charities.

5. EAF/PSAS: Contributions to EAF and PSAS must be made in cash or by check during the fund drive. Make checks payable to: Consolidated Charities. The payroll deduction and direct billing plans are NOT available to contributors for these two activities.

DISTRIBUTION: ALL EMPLOYEES